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Ms. Pamela Bartfay Rice, Esq.

Interim Director
Office of Contractual Review
Division of Administration
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095

RE: Justification for Multi-Year Contract

Dear Ms. Rice:

Please consider this justification for Baton Rouge Community College to enter into a multi-year contract with **contractor name**. Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

Describe the services and justify why contract should be extended beyond one year.

**The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement.**

If further information is needed, please call (225) 216-8287.

Sincerely,

Helen Harris

Vice Chancellor of Finance and Administration